



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 14-2013

**OPEN TO:** All Interested Candidates  
**POSITION:** Class B Cashier FSN-8\*; FP-06\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** June 17, 2013  
**CLOSING DATE:** July 1, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 923,619\* (Grade 8)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Class B Cashier in the Financial Management Office.

**BASIC FUNCTION OF POSITION**

Position serves as the Embassy's principal cashier (Class B), performing the full range of cashing services for all represented agencies (e.g. Public Affairs Office, Foreign Commercial Service, State) and Mission clientele as authorized. Working full-time, the incumbent manages a cashing program consisting of Department of State-issued financial systems, and financial records. The incumbent verifies funds control of five sub-cashiers, and maintains an approved cash advance of \$ 55,000 temporarily up to \$100,000 based on consular fee collections.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** Completion of secondary school is required, vocational training in a

field allied to finance and accounting is required.

**2. Prior work experience:** Four years of progressively responsible work in technical accounting or bookkeeping is required.

**3. Language Proficiency:** Level 3 English, French and Arabic is required.

**4. Job Knowledge:** Must have in-depth working knowledge of 4 FAM, and applicable Federal regulations (e.g. Treasury, Dept. of State) overseeing the use of USG funds. In addition, the incumbent must possess knowledge of local regulation concerning currency controls and experience in using electronic financial systems.

**5. Other Skills and abilities:** Level II typing (a minimum of 40 words per minute with a small numbers of errors), strong knowledge in the use and application of Microsoft Suite programs (e.g. Word, Excel, and Outlook), Department State cashiering and accounting systems (e.g. Win-ACS, PCC, and LANSPFMS) are required.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification

requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: July 1, 2013**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**  
Attention: Class B Cashier, Vacancy Announcement # 14-2013  
Point of Contact: Human Resources Office  
Fax to : 0770 082 288  
Post to: BP 408 16000 Alger Gare  
E-mail to: **usembassyalgiers\_app@state.gov**